CITY OF EUREKA	Category: HUMAN RESOURCES
POLICIES & PROCEDURES	Subject: PERSONNEL ACTION FORM POLICY
Date Adopted: August 4, 2020	File Number: 3.15

POLICY OBJECTIVE

The purpose of the Personnel Action Form Policy of the City is to define what a Personnel Action Form (PA) is and to establish guidelines for how PA's are to be drafted and processed.

ASSIGNED RESPONSIBILITY

Departmental Administrative Staff

Human Resources Staff

Department Heads

DEFINITION

A Personnel Action Form (PA) is used to report changes in employment status or changes in employment-related personal information of an employee. Examples include; appointment, separation, reclassification, pay adjustments, disciplinary actions, changes in contact information, etc. A PA is required each time there is an action that should be recorded in the employee's Personnel File or that requires Payroll action.

The fillable PA template document is electronically stored on the City (E:) drive in the Human Resources folder. This is the only version that should be used as it will always be the most up-to-date version. PA Form

COMPONENTS OF A PERSONNEL ACTION FORM

A PA is comprised of five (5) sections. Completion of all sections is not always required. The type of action being processed will dictate what sections require completion. An asterisk* denotes a mandatory component of a PA regardless of the type.

1. Employee Number*, Employee Name*, and Effective Date*.
2. Address, Birth Date, Phone Number
3. Action*
4. From and To (to be read from right to left). This section is to be used in cases of appointments, promotions, increases, certification pay, etc.)
5. Explanation of Action or Request*- a short narrative explaining what the form is accomplishing
6. For Separations Only- Is the employee eligible for rehire? Was City property returned? Was at least two weeks' notice given? Evaluation of Service

GENERATING PERSONNEL ACTION FORMS

Generally, Human Resources staff will create PA's for the following actions: Normal step increases, Cost of Living increases, Minimum Wage increases, Eligibility for Parental Bonding Leave, Eligibility for Temporary Disability Leave, Eligibility for FMLA/CFRA Leave, disciplinary actions, and other personnel actions that are of a sensitive nature.

Departmental staff (typically the departments Administrative Assistant or Administrative Technician) generates PA's for all other actions, including but not limited to: Appointments, Address or Phone Number changes, Terminations, Resignations, Retirements, Certification Pay (added or taken away), Additional Duty Pay, Out-of-Class Pay, Promotions and Reclassifications.

SIGNATURES

All PA's must be signed by the employee's Department Director (or designee) and Human Resources staff. PA's are considered to be a confidential document, and envelopes must be stamped CONFIDENTIAL when routing PA's for signatures.

PROCEDURES

Below are a few procedural examples for some common personnel actions that require a PA in order to process:

PA procedure for normal step and accelerated step increases:

1. Human Resources staff receives an email notification from NeoGov (online performance tracking software) stating that a performance evaluation has been completed.
2. If the title of the evaluation includes a step increase, a PA is generated by the Human Resources Admin.
3. Sections 1, 3, 4 and 5 are completed. Section 4 must contain Department, Title, Pay Range Code and Step, yearly, monthly and hourly rates for all Full-Time Regular employees. For Regular Part-Time and temporary employees, section 4 must contain Department, Title, Pay Range Code & Step, and hourly salary (yearly and monthly should remain blank).
4. The PA is then logged and routed to the Department for the Director's or designee's signature.
5. The PA returns to Human Resources and the Human Resources Analyst or Technician signs off and returns the form to the HR Admin.
6. HR Admin. enters the new information into Incode computer software, routes a copy to Payroll, and files the original signed PA along with original performance evaluation in the employee's Personnel File.

PA Procedure for Eligibility for Parental Bonding Leave, Temporary Disability Leave, or FMLA/CFRA Leave:

1. HR is notified by the employee or department that: an employee has a serious medical condition, an employee's family member has a serious medical condition, employee is pregnant, or an employee's spouse is expecting.

2. HR provides the employee with the proper paperwork to complete for Parental Bonding, Temporary Disability, and/or FMLA.
3. Employee returns paperwork which includes both the request for leave as well as the doctor’s information certifying the health condition.
4. The Human Resources Director or designee approves or denies the request for leave.
5. The Human Resources Director or designee advises the HR Admin. to create a PA for the employee’s protected leave.
6. The HR Admin. creates and logs the PA with Sections 1, 3 and 5 completed.
7. The HR Analyst signs the PA and forwards to Department Director for signature.
8. Department Director returns signed original to HR once complete.
9. HR Admin. files original signed copy and forwards a copy to Payroll.

PA procedure for appointments, end of appointments, terminations, resignations, retirements:

1. Department Admin. is notified by director or designee of the appointment or separation.
2. Department Admin. drafts a PA with sections 1, 3, 5, and 6 completed.
3. Department Admin. routes PA to Director for signature.
4. Department Admin. routes PA to HR for signature and processing.
5. HR Analyst or Tech. signs off on PA and routes to HR Admin.
6. HR Admin. logs and process PA by entering necessary information into Incode computer software.
7. HR Admin. files original signed copy and forwards a copy to Payroll.

PA Procedure for an Address/Phone Number Change:

1. An employee notifies their department Admin. of an address or phone number change.
2. Department Admin. drafts a PA with sections 1, 3, and 5.
3. Department Admin. routes PA to Director for signature.
4. Department Admin. routes PA to HR for signature and processing.
5. HR Analyst or Tech. signs off on PA and routes to HR Admin.
6. HR Admin. logs and process PA by entering necessary information into Incode.

CONSIDERATIONS

The most common types of PA’s are included on the procedures above. There will be infrequent types of PA’s that will not fall into any of the aforementioned types. In these cases, the directive is to complete as much as possible within the form and to make use of the narrative box. Contact Human Resources if you have any questions in regard to completing a PA.